

Position Description for Security Assistant

BASIC FUNCTION OF POSITION

The primary responsibility of the Security Assistant is to provide operational, logistical, and managerial support and assistance to the Regional Security Officer, Assistant Regional Security Officer, and Assistant Regional Security Officer - Investigator. The Security Coordinator will also serve as post's Post Security Officer, Residential Security Coordinator, and EAP/CEPA Coordinator. This position will also provide logistical support to post's LGF and SDT under the supervision and guidance of the ARSO, investigative and administrative support to the ARSO/I, and operational support to post security personnel for technical security (locks and alarms). This position also serves as back-up RSO OMS, Post 1 and security escort.

MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

Post Security Officer:

25%

- a. Local Guard Force: Provide logistical, operational, managerial, and training support to the Local Guard Force under the supervision and guidance of the Assistant Regional Security Officer. Provides input with Schedule A and fiscal year budget planning. Assist reviewing Guard Orders for accuracy, currency, and readability.
- b. Surveillance Detection Team: Provide logistical, operational, managerial, and training support to the Surveillance Detection Team under the supervision and guidance of the Assistant Regional Security Officer.
Assist with fiscal year budget planning. Does periodical review of SIMAS data analysis showing current trends based on graphical interpretation of the data indicating surveillance detection, crime, demonstration, and acts of terror information. Uses this data to effectively formulate new and innovative training methods to counteract hostile surveillance. Reviews Management and Operational Plans for accuracy, currency, and readability.
- c. Assist direct-hire Foreign Service security personnel in semi-annual, routine, and emergency locks and alarms changes.
- d. Provide security briefings to incoming personnel as directed by the RSO.
- e. Conducts emergency and crisis planning in conjunction with the RSO and ARSO, including emergency drill preparation and execution.
- f. Directly manages and supervises an AIT floor warden program consisting of 61 Americans and FSN's, including developing and maintaining current floor warden handbooks, providing formal training and instruction to floor wardens on their duties and responsibilities. Provides input to the RSO on selection of floor wardens, and proper guidance to floor wardens as needed.

- g. Draft reports, including conducting research and analyzing data for DS required reports.
- h. Identifies criminal methods, analyzes statistical criminal trends and recommends security upgrades to housing complexes as appropriate. Conduct FAM and FAH research as requested by the RSO and ARSO. Compile and conducts complex analysis of statistics for DS and DOS reports.

In the absence of the RSO and ARSO, provides supervision to the FN Security Unit, LGF, SDT, and other RSO EFM positions.

Residential Security Coordinator:

25%

- a. Develops and updates AIT's residential security checklist(s) using all Department residential security standards and AIT specific residential security requirements as guidelines.
- b. Uses residential security checklist(s) to conduct security surveys on existing and prospective mission residences documenting security deficiencies. Makes recommendations on security enhancements that would ensure that a prospective residence meets residential security standards.
- c. Coordinates the acquisition of residential security equipment with RSO and/or Post Security Officer (PSO) and others, as needed. Coordinates the installation of AIT-funded security equipment with the General Services Office (GSO) and other sections, as appropriate.
- d. Provides guidance to installers and inspects completed installations to ensure that work has been completed according to instructions and systems are operational. Provides employees and their eligible family members with information on the reasons for the residential security enhancement as well as a briefing and/or orientation on the operation of the installed residential security equipment.
- e. Drafts Budget request cables for Residential Security upgrades.
Monitors residential security equipment inventories and coordinates the purchase of supplies and replacement of equipment with AIT procurement in a timely manner.
- f. Identifies local contracting firms for installation, maintenance and repair of residential security equipment (doors, locks, lighting, alarms.) Reviews contractor estimates and recommends contractors to RSO and GSO. Upon completion of contractor work, inspects residence to ensure that job has been performed in accordance with contract specifications.
- g. Ensures that residential security equipment is removed when residential leases are not renewed; Monitors arrivals and departures of employees to ensure that all residences have been surveyed within the last five years or as needed (i.e., due to change in security environment threat list (SETL) rating, etc.)

and that survey data for each residence as well as other security related information regarding individual residences is maintained in appropriate files; and

h. Performs other tasks as required by the RSO and/or PSO to ensure conformance to standards and the efficient cost-effective operation of the Residential Security Program.

EAP/CEPA Coordinator:

15%

- a. Coordinates bi-annual update of Taipei Emergency Action Plan in CEPA with all stakeholder sections, including developing timelines for submission of drafts and final versions to meet the Department of State's deadlines.
- b. Provide formal and informal instruction and guidance to stakeholder sections on how to use CEPA.
- c. Primary contact with DS/IP/SPC on all EAP-related issues, particularly in relation to finalization of EAP submission.
- d. Reviews all EAP submissions (drafts and final version), work with stakeholder sections to resolve any conflicts or inconsistencies prior to submission in CEPA.
- e. Assist AIT/K with EAP-light submission.
- f. Between mandated submissions deadlines, review the EAP for any changes and makes modifications and revisions as appropriate.
- g. Provide support to RSO for Crisis Management Exercises.

ARSO-I Investigative Assistance and Liaison Support/STS Logistical Support:

10%

- a. Provide logistical and administrative support to ARSO/I.
- b. Liaise with DS/ICI/OCI on behalf of the ARSO/I on budget and other administrative and investigative issues.
- c. As required, assist the ARSO/I in preparing cases for prosecution in the United States or conducting data analysis.
- d. Provide logistical support to the Security Technical Specialist for both official travel and parts ordering.
- e. Maintain inventory of RSO secure supplies and equipment, ensure RSO secure storage space is orderly and clean.

Office Support Functions:**10%**

a. POST 1: Provide operational support to Post 1 as required. Must be able to use and operate technical equipment in Post 1, including alarms and cameras.

b. SECURITY ESCORTS: Performs security escort duties, by monitoring and escorting non-cleared personnel into Controlled Access Areas (CAA) or other locations within AIT facilities that may require security oversight and control.

c. RSO OMS: Provides the full range of OMS services as a back-up OMS in the absence of the RSO OMS, including ID badge machine operation.

Safety Health and Environmental Management (SHEM) Representative:**10%**

a. Establishes policy, programs and standards for DOS safety and occupational programs.

b. Investigates and resolves complaints regarding unhealthy or unsafe working conditions

c. Collaborates with bureaus and other U.S. Government organizations to implement comprehensive safety standards.

Other tasks and duties as assigned:**5 %****QUALIFICATIONS REQUIRED**

Education: 2 years of college or university studies is required.

Prior Work Experience: The position requires at least two years' experience in the security management related experience

Post Entry Training: Training on residential security programs, Post 1 operations, lock combinations and alarm changes, security escorting, office management.

Language Proficiency: English language required – level 4 English.

Job Knowledge: A high degree of independent judgment and specialized knowledge is necessary in estimating necessary security upgrades, budget cost, and inspection requirements for certifying completed work. Budgeting, data analysis ability to manipulate locks for combination changes, monitor and identify alarm alerts. Must be familiar with local area in which post is located, including location and function and structure of various police forces, fire departments and emergency services. Must have working knowledge of the functioning and organization of post in order to maintain effective coordination between post security and various elements within the mission.

Skills and Abilities: Good computer skills are required. Ability to distinguish between conclusions and facts. Familiar with security equipment and tactical deployment of LGF.

POSITION ELEMENTS

Supervision Received: Direct supervision received from the RSO, ARSO, and ARSO-I.

Supervision Exercised: Directly supervises 61 Americans and FSN's for the floor warden program. In the absence of the RSO and ARSO, supervises the FN Security Unit (3), LGF (47), SDT (8), and other RSO EFM's (2).

Available Guidelines: 12 FAM, 12 FAH, OSPB Standards, Do's Residential Security guidelines, DS policies and guidelines, RSO procedures.

Exercise of Judgment: The Security Coordinator must exercise judgment regarding the prioritization of life safety matters. In an emergency in the absence or incapacitation of the RSO and ARSO or other DS agent, the SC will execute all emergency plans and procedures for the Regional Security Office and act as advisor to post management on appropriate crisis procedures. SC must be able to determine what matters can be appropriately handled by him within the bounds of his knowledge and authorities and what matters must be referred to a DS agent. As the Residential Security Coordinator, the SC must be able to make a determination on the suitability of a residence for occupancy by AIT personnel, as well as ascertain what security upgrades are needed to make a residence acceptable, and judge whether all upgrades have been completed in accordance with contract and FAM/FAH requirements. As the EAP/CEPA Coordinator, the SC must be able to judge the quality and content of EAP sections submitted by different offices and judge if the material will meet the standards and can be submitted. As Post 1 operational support, SC must be able to quickly and decisively differentiate between completing priorities (alarms, calls, etc.) and address them in order of criticality to post security operations and life-safety. As the SHEM representative, must be able to properly identify occupational safety and health issues and report in accordance with established protocols.

Authority to Make Commitments: None

Nature, Level, and Purpose of Contacts: This position requires development of local contacts and throughout AIT to perform the full extent of duties. Constant working level contact with security officials supporting security of AIT mission. Will be granted operational supervision of LGF for special events. Incumbent is required to liaison with external U.S. and foreign contractors and subcontractors to ensure problems are resolved in a timely manner without assistance. Incumbent is expect to draft and explain various complex scopes of work as well as negotiate reasonable estimates with prospective contractors.

Time Expected to Reach Full Performance Level: 6 months